

GENERIC TWO-DAY RETROSPECTIVE – AGENDA

Every meaningful retrospective design starts from a base. Every retrospective design is adapted and customized to meet the needs of the development team, the project community, the sponsors and the organization. ***No retrospective actually flows exactly like this in the end.***

“In preparing for battle, I have always found that plans are useless, but planning is indispensable.”

Dwight D. Eisenhower (1890-1969)

Participants include as many of the project community as possible, including managers, analysts, testers, engineers, programmers, coaches, support staff, customers and other stakeholders

DAY 1 – 8:30 AM to 5:30 PM

1. GETTING STARTED
 - a. Introductions, Roles & Logistics
 - b. Defining Terms
 - c. Participation & Working Agreements

2. GET OUT THE STORY
 - a. Review Project with Artifacts
 - b. Timeline
 - i. Development
 - ii. Analysis

3. WHAT HAVE WE LEARNED – Part 1
 - a. Lessons Learned

DAY 2 – 8:30 AM to 5:30 PM

4. WHAT HAVE WE LEARNED – Part 2
 - b. Overnight News

5. BUILD FOR THE FUTURE
 - a. Lessons Learned Synthesis
 - b. Planning Group Reports w/ Recommendations
 - c. Design the Future
 - i. Action Planning for Organizational Learning and Process Improvement
 - ii. Next Steps
 - iii. Working Agreements
 - iv. Resolutions & Commitments

6. WRAP-UP
 - a. Appreciations & Celebrations
 - b. Event Evaluation (Retrospective on the Retrospective)
 - c. Closing Exercise